

Counting Minutes of Online Instruction for Summer 2020 Under PI 17 and Emergency Rule 2003

Wisconsin Department of Public Instruction, School Financial Services Team
May 12, 2020

[Emergency Rule \(EmR\) 2003](#), which modifies Wis. Adm. Code § PI 17.03 (2) (d), allows public school districts, for the summer of 2020, to offer blended or fully online summer school classes for all grades K-12 and have the instructional minutes be counted for pupil membership. Any such online summer school class must be:

- Offered by the school district.
- Offered to resident students or nonresident students attending under Open Enrollment.
- Taught by a teacher licensed by DPI, a teacher licensed by the state from which the online course is offered, or a faculty member of an institution of higher education (IHE) who is authorized to teach high school.

As with in-person summer school classes, online summer school classes must be offered for academic purposes, which are “learning experiences that are related or similar to instruction that is offered during the rest of the school year or for which credit toward graduation is given” (PI 17.02(1d)). There is no actual distinction for “remedial” or “enrichment” classes -- content that meets the definition of academic purposes for in-person summer school will also meet that definition for online summer school.

The requirements for extended school year (ESY) services under student individualized education programs (IEPs) are not affected by the emergency rule.

Online summer classes offered to students in grades 7 through 12 for high school credit, which are already allowed under current law, are not affected by the emergency rule. There is no change in how students in these credit-bearing classes are counted; membership will continue to be based upon 1 credit being 8,100 minutes, and the documentation and reporting requirements will remain the same. (EmR 2003 expands the online option to all K-12 students, so non-credit summer classes for grades 7-12 fall under the emergency rule.)

For any other online summer school class, the district will need to do the following:

- Develop a schedule that specifies the actual or estimated number of minutes required for each activity that makes up the class. Activities within the schedule may be real-time, asynchronous, or a combination of the two. For asynchronous activities, the teacher should use their knowledge and expertise to select activities appropriate to the estimated time that is to be counted for summer school membership.
- Determine whether its existing policies on summer school attendance, enrollment, and withdrawal can be applied for online instruction, and if not, identify any needed

modifications to meet the requirement that a student attend on the first day and maintain enrollment through the duration of the class. How that requirement is met and documented for online summer school is a local decision, just as it is for in-person summer school.

- Ensure that any fee charged for the class is allowable. It is recommended that districts review [DPI's information on school fees](#) before determining any fees for online summer school classes.

If all the requirements are met, the total number of minutes for the class could then be determined using the district's scheduled number of minutes and each child's attendance.

Example daily schedule for one class:

Office Hours for Students and Families	10 minutes (estimated)
Individual Check Ins with Students	10 minutes (estimated)
Teacher Facilitated Lesson	15 minutes (actual)
Student Activity 1	15 minutes (estimated)
Student Activity 2	15 minutes (estimated)
Student Activity 3	15 minutes (estimated)
Feedback on Student Work	10 minutes (estimated)
Daily Total	90 minutes per student

If the class was held for 15 days and had 20 students, all of whom attended the first day and maintained their enrollment throughout as specified by the district's attendance policy, then the class's total number of minutes for pupil membership would be 27,000 ($90 \times 15 \times 20$).

DPI Contacts

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